

How to Videoconference and Audio Conference



VIDEOCONFERENCE HELP

TURN ON THE UNIT

- 1) Turn on the monitor(s).
- 2) Take wireless keyboard out of cabinet below TV monitor.
- 3) Take microphones out of cabinet below TV monitor.
- 4) Turn on system by pushing the power button on the front of the PC (located on right side or middle on front of unit). Look for this icon:



- 5) Wait for system to boot up. This will take about 5 minutes.
- 6) When your room appears on the monitor, you are now ready to make a call.

NEED HELP?

Contact Site Coordinator.

Call MAG RVS Help Desk:
602-452-5095.

MAKE A VIDEO CALL

Speed Dial Feature

- 1) Press Call/Hang Up button (F2) on the wireless keyboard.
- 2) Using the trackball, left click on the Speed Dial option on the left side of the Call screen.
- 3) Double click on the site you wish to call.
- 4) Wait for the call to connect. This may take 45 seconds or so to fully connect.

Hand Dial Feature

- 1) Press the Call/Hang Up button (F2) on the keyboard.
- 2) Using the trackball, left click on the hand dialer option on the left side of the Call screen.
- 3) Select desired line speed from pull down menu.
- 4) Type in the number you wish to call, then click Dial button below line speed.

SHUT DOWN

- 1) Close any open applications.
- 2) Press the Menu button (F3) on the keyboard.
- 3) Select Exit on the menu.
- 4) Move cursor to bottom left of screen to Windows Start Menu.
- 5) Choose Shut Down from Start Menu.
- 6) Turn off TV monitor(s).
- 7) Put microphones and keyboard back in cabinet.

CHANGE VOLUME

- 1) Press Volume button (F7) on keyboard.
- 2) Use arrow keys to move volume to desired level.

AUDIO MUTE YOUR SITE

- 1) Press Mute button (F8) on wireless keyboard.
- 2) Press Mute button again to unmute.

AUDIO CONFERENCE HELP

ATTEND A MEETING

- 1) Dial Latitude Meeting Place phone number 602-261-7510.
- 2) Press 1 to attend a meeting.
- 3) Enter the Meeting ID number
- 4) Record your name and press # key.
- 5) Press 1 to join the meeting.

AUDIO MUTE YOUR SITE

- 1) Press #5 to mute your site.
- 2) Press #5 again to unmute.

ROLL CALL OF ATTENDEES

- 1) Press #2 to hear a list of attendees.

SCHEDULE A MEETING

- 1) Dial Latitude Meeting Place phone number 602-261-7510.
- 2) Press 2 to schedule a meeting.
- 3) Enter your Profile Number, press # key.
- 4) Enter your Password, press # key.
- 5) Follow prompts to schedule meeting day, time, length, number of locations, and meeting ID number. The meeting ID can be changed, listen for prompt to select a different ID number.